

**Leon County Research and Development Authority**  
**Executive Committee Meeting**  
Knight Administrative Centre  
1736 W Paul Dirac Drive 32310  
Thursday, September 19, 2018, 3:00pm

**Minutes**

**Members in Attendance:** Chair Dave Ramsay, Immediate Past Chair Anne Longman, Member at Large Kristin Dozier (via telephone), Treasurer April Salter, Vice Chair Kim Williams.

**Members Absent:** None.

**Others in Attendance:** LCRDA Staff: Ron Miller, Executive Director; Denise Bilbow, Director of Programs and Communications; Peggy Bielby, Administrative Coordinator.

**1. Call to Order**

The meeting was called to order at 3:00pm.

**2. Introduction of Guests**

All present introduced themselves.

**3. Modifications to the Agenda**

As required by the Bylaws, the Committee must vote to approve Kristin Dozier's participation in the meeting via telephone.

*April Salter offered a motion to allow Kristin Dozier to participate on the meeting by electronic means. Kim Williams seconded the motion, which passed 4-0 with Kristin Dozier ineligible to vote on this motion.*

**4. Public Comment**

None.

**5. Approval of Draft Meeting Minutes, July 23, 2018**

*April Salter offered a motion to approve the July 23, 2018 Executive Committee meeting minutes. Anne Longman seconded the motion, which passed unanimously.*

**6. Property and Casualty Insurance Renewal**

Staff requests approval of Brown and Brown's proposal to renew and bind property & casualty insurance with incumbent carriers at a total annual premium of \$52,857.43, an increase of \$1,289.18 (2.5%) over the prior year and reflects an increase in property values and increased business income coverage due to rising lease income. The renewal policies are under the same terms and conditions but with some coverage enhancements. Consistent with the broker agreement the broker did seek proposals from competing carriers this year—that information is attached to the proposal.

*Kim Williams offered a motion to approve the renewal proposal. Anne Longman seconded the motion which passed unanimously.*

**7. Draft Budget FY 2018-2019**

The Budget Committee recommends board approval of the draft budget for fiscal year 2018-19. The narrative explains any significant changes to the budget from prior years.

*Anne Longman offered a motion to approve the FY 2018-2019 budget. Kim Williams seconded the motion which passed unanimously.*

**8. EDA Grant Application –Ron Miller, Executive Director**

Ron Miller explained that the Authority has an opportunity to apply for an increased EDA Grant funding 60:40 match request for the construction of a new high-tech incubator/accelerator. FSU has committed \$2.5 million to the project. If the OEV revised funding request of \$2.5 million is approved by the Blueprint IA Board, and the Authority commits to provide \$1.8 million, the EDA grant amount requested is \$10.2 million with a local match total of \$6.8 million. In light of this opportunity, the Executive Committee is requested to re-allocate the \$1.8 million from the budgeted renovation of the Collins Building to the construction of a new high-tech incubator/accelerator.

*Kim Williams offered a motion to approve committing \$1.8 million as matching funds for the EDA grant application toward the construction of a new high-tech incubator/accelerator. April Salter seconded the motion, which passed unanimously.*

#### **9. RFQ 18-04 Design Criteria Professional Services – Collins Building**

The RFQ 18-04 Evaluation Committee's requests approval of its recommendation to award a contract to Hoy + Stark Architects, P.A. for performance of Design Criteria Professional Services for the Collins Building Renovation. The contract is for fixed fee of \$42,171.52 to be paid in monthly installments based on work completed as specified in the agreement. The funds previously committed to this project were shifted by the committee to the EDA grant application matching funds. *Anne Longman offered a motion to table this agenda item, Kim Williams seconded the motion, which passed unanimously.*

#### **10. Executive Director Annual Review**

The Employment Agreement with the Executive Director, as amended in 2015, requires in part: Paragraph 3(d), "On or before September 30th of each subsequent year, throughout the term of this agreement, the Authority will conduct an evaluation of the Employee's performance"; and, Paragraph 4(a)(iii), "On or before September 30th of each subsequent year, The Board of Governors shall provide adjustments to the Base Salary, based upon the Employee's performance evaluation and completion of goals and objectives, as set forth annually in advance and in writing by the Board of Governors, and agreed to by the Parties ("Merit Pay Adjustments"). Goals and objectives shall be specific, measurable, achievable, realistic, and timely in accordance with good goal setting practices." A summary of board member evaluation responses, the Executive Director's Salary History, and the most recent AURP Salary Survey were reviewed.

*After discussion, Anne Longman offered a motion to increase the Executive Director's annual salary by \$5,000.00 effective October 1, 2018. April Salter seconded the motion which passed unanimously.*

#### **11. Chair's Report**

Dave Ramsay approved the committee assignments for FY 2018-2019. The Dec. 4, 2018 Board of Governors meeting will be dedicated to an all-day strategic planning session. In spring 2019 the Board will form a compensation committee to review and evaluate the compensation and benefits for all Authority staff and bring back recommendations to the Board.

#### **12. Staff Reports**

Denise Bilbow reported on the SBIR/STTR workshop, Tech Topics, signage improvements. Innovation Hunt is Sept. 29, EEP class starts Oct. 2, I-Corps is scheduled for Oct. 24. Science Week will include a partnership with the MagLab and the College of Engineering.

Ron Miller reported that the central pond trail is ready to permit, and the trail should be completed by Spring 2019. The 501(c)(3) for the incubator/accelerator is being formed.

#### **13. New Business**

None.

#### **14. Adjourn**

The meeting adjourned at 5:07pm.